



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, OCCUPATIONAL/PHYSICAL THERAPY SERVICES

Class No. 004432

■ CLASSIFICATION PURPOSE

To plan, organize, direct and coordinate the California Children Services Medical Therapy Program; to serve as a therapy consultant to public and private agencies in planning new or extended therapy services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Chief, Occupational/Physical Therapy Services, is a one-position class allocated to the Department of Health and Human Services (HHSA) and reports to the Chief, California Children Services (CCS). Under general direction, this class is responsible for planning, directing and evaluating therapy services for children with physical disabilities and managing all medical therapy units within the CCS Medical Therapy Program. This position is distinguished from the next lower class, Supervising Occupational/Physical Therapist in that the latter is responsible for supervising Occupational/Physical Therapists in a specific unit and/or satellite site within a geographical region.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Selects, directs and evaluates the activities of therapists and other subordinate staff in maintaining work standards in conformance with State and Federal requirements.
2. Responsible for development and implementation of policy and procedure manuals, staff development and in-service training programs, and inter-disciplinary conferences regarding patient care progress.
3. Authorizes budget requests for supplies from the Local Education District Budget.
4. Coordinates and supervises the Medical Therapy Program through on-site supervisors at various locations.
5. Evaluates effectiveness of the Medical Therapy Program and staff.
6. Initiates recommendations for program change, expansion, equipment and supplies.
7. Acts as consultant to the Chief, CCS on therapy problems involving services to public schools, clinics, parent groups and public and private agencies.
8. Coordinates medical case management of therapy cases.
9. Oversees therapy services authorized outside of the medical therapy units.
10. Conducts ongoing utilization review and quality assurance of therapy cases.
11. Provides direction to staff in solving difficult physical and occupational therapy treatment problems.
12. Provides personnel management, including justification of personnel resources and recommendation to hire therapy staff.
13. Provides guidance on recruitment, training, supervision and performance issues.
14. Provides education and outreach to the Department of Education, the community, and related agencies.
15. Interprets therapy programs to physicians, hospitals, clinics, public schools, parent groups and public and private agencies.

16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Principles and methods of Occupational and Physical Therapy.
- Human anatomy, physiology, psychology, neurology and kinesiology.
- Inter-relationships of the various disciplines involved in the rehabilitation of physically impaired patients.
- Principles of supervision, training and organization.
- Principles of program evaluation including purpose, definition, design utilization and implementation.
- Program development.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.
- CCS and HHSA policies and procedures.

##### Skills and Abilities to:

- Direct the development and implementation of quality control procedures related to therapy treatment services.
- Plan, direct and supervise a multidisciplinary team within a rehabilitation setting at multiple clinic sites.
- Plan, organize and prioritize program needs and resources.
- Plan, organize, delegate and prioritize work in order to meet strict deadlines.
- Communicate effectively, both orally and in writing.
- Develop, implement and promote new programs.
- Interpret and apply governmental regulations and standards.
- Train subordinate personnel.
- Understand physical and emotional problems of children with disabilities.
- Use tact and motivational techniques to implement goals or objectives.
- Use a computerized medical records system and a personal computer for producing reports, scheduling and performing administrative work.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of responsible professional experience as either a licensed Physical or Occupational Therapist, with a minimum of one (1) year of experience providing professional pediatric therapy services and two (2) years of experience providing supervision.

Note: A Master's Degree in Physical or Occupational Therapy is highly desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, repetitive use of hands to operate computers, printers and copiers, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

#### Certification/Registration

One of the following is required before appointment:

Possession of a valid physical therapy license issued by the Physical Therapy Board of California; OR,

Possession of a valid occupational therapy license issued by the California Board of Occupational Therapy (BOT)

#### Working Conditions

Office environment; exposure to computer screens. Will be required to work in a central office with frequent trips to schools, clinics and various other locations.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Chief, Occupational/Physical Therapy Services (Class No. 004432)

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